

Continuity Handbook

Introduction

The Department of Administration (DOA) is the certifying authority for all State of Montana continuity plans. This includes reviewing and certifying each plan as meeting the completion criteria. As the certifying authority, DOA coordinates the state Continuity of Operation (COOP) and Continuity of Government (COG) planning. Additionally, DOA directs COOP/COG efforts in the event of an incident and assists with the training and exercise of the COOP/COG plans.

Continuity Planning Tool

All continuity plans are developed within the Continuity Planning Tool, currently the Living Disaster Recovery Planning System. DOA administers this system for the benefit of the state as a whole.

Business Continuity Plans (BCP)

BCPs ensure the continued functioning during a time of uncertainty. DOA maintains a BCP template to be used for all state organizations. Use of the template ensures standardization. Each BCP contains:

1. Identification of Service/Process (SPs) with:
 - a. legal authorities;
 - b. recovery time objectives;
 - c. key business cycles;
 - d. SP owner and contact information; and
 - e. standardized statewide priority ranking;
2. All dependent resources necessary to perform SPs, including but not limited to, people, essential records, applications/systems, and facilities. Each of these resources will be identified and will inherit the ranking of the SP;
3. Succession plans and delegations of authority for key leadership and management; and
4. Employee and external contacts notification lists with contact information that will be synchronized to the state's emergency notification tool.

DOA develops and maintains a catalogue of standardized and unique SPs for all organizations in the Continuity Planning Tool. DOA helps state organizations identify SPs performed. This ensures continued consistency in the identification and cataloging of SPs.

Information System Contingency Plans (ISCP)

ISCPs promote the continued function of state government information systems during a time of uncertainty. DOA maintains a ICSP template to be used by all state organizations. Use of the template ensures standardization. Each ICSP inherits characteristics from the BCP.